

and see that the fires have been extinguished. Should he see a light, or have reason to believe there may be fire, he shall immediately proceed to investigate the same, and should he find fire, and is unable to extinguish it at once, he will immediately inform the Superintendent and other officers and employees most convenient, but in no case raise a general alarm.

8. He will make a written report each morning, embracing all violations of rules and regulations he may have observed since his last report; all lights on the premises after 10 o'clock P. M.; all noises by patients or others during the night; and any persons seen in the wards during the night other than attendants, servants and patients. He will also report in full in regard to the sick and any other patients to whom his attention has been particularly called.

9. Before going off duty in the morning he will see that the attendants and servants are up and on duty, and inform the attendants of anything unusual that may have occurred in their respective wards during the night.

10. He is expected to pass through each ward at least once each hour, unless something unusual shall detain him, in which case he will report the cause of detention.

FEMALE NIGHT ATTENDANT.

1. She will have under her care the Female Department, with such portions of the centre building as may be occupied exclusively by females, and also the Superintendent's dining-room and parlor.

2. She will be governed by the rules and regulations laid down for the Male Night Attendant, which she will carefully read and study.

3. The Male and Female Night Attendants, while on duty, will give the same attention to attendants when sick as is required to be given to sick patients.

CARPENTER.

The Carpenter shall be under the immediate supervision of the Steward. His whole time shall belong to the Institution. He is required to make a daily report, embracing all work done by himself and assistants, all supplies of every kind received for his department, what supplies he is likely to need for ordinary repairs or any new work, together with such suggestions and recommendations in regard to the business of his department as he may deem necessary, and further, to report all departures from the rules and regulations of the Institution on the part of any one that may come under his observation. He may obtain temporary leave of absence from the Steward, but application by him for prolonged leave of absence must be approved by the Superintendent.